

# BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET  
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GREEN BAY, WISCONSIN 54305-3600  
PHONE (920) 448-4015 FAX (920) 448-6221

## ADMINISTRATION COMMITTEE

Tom Lund, Chair  
Jack Krueger, Vice Chair  
Patty Hoeft, Tony Theisen, Andy Williams

### ADMINISTRATION COMMITTEE

Thursday, March 26, 2009

5:30 p.m.

Room 200, Northern Building  
305 E. Walnut Street

- I. Call to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of February 26, 2009.

### Communications

1. Communication from Supervisor Pat Wetzel re: Request for video access of full Brown County Board of Supervisors meeting on the official Brown County website. (Held from February Administration Committee Meeting.)
2. Communication from Supervisor Bernie Erickson re: In the spirit of the stimulus package, Erickson recommends that Brown County purchase all goods and services from local companies and vendors within Brown County, whenever possible. If said goods and services are not available within Brown County then such purchases should be made within the state of Wisconsin before going elsewhere. A policy of this nature will help to strengthen the local economy. (Held from February Administration Committee Meeting.) – ***Communication withdrawn by Supervisor Erickson on 3/17/09.***

### Dept. of Administration

3. Certificate of Achievement for Excellence in Financial Reporting.
4. Request for Budget Transfer (#09-17): Interdepartmental Transfer (including contingency or general fund transfers): Transfer of funds to cover the final 2009 indirect cost plan that was not completed at the time the Executive's budget went to print. The funds are being reallocated and are detailed on the attachment.
5. Grant Application Log for March, 2009.
6. 2009 Budget Transfer Log.
7. Administration Budget Status Financial Report for December 31, 2008.
8. Information Services Budget Status Financial Report for December 31, 2008.
9. Resolution re: Information Services Department Change to Table of Organization Delete (1.0 FTE) Network Support Specialist and create 1.0 FTE IT Client Support Specialist.

### **Human Resources**

10. Budget Status Financial Report for December 31, 2008 (Unaudited.)
11. Human Resources Activity Report for February, 2009.

### **Facility Management**

12. Budget Status Financial Report for December 31, 2008.
13. Request for Budget Transfer (#09-15): Increase in Expenditures with Offsetting increase in Revenue: Allocation of a 2009 grant from the Wisconsin Office of Energy Independence for Brown County to participate as a "25x25 Plan" Pilot Community. This entails completing a current energy assessment as well as a written plan by December 31, 2009, on how Brown County will become 25% energy independent by the year 2025.

**Child Support Agency** - No agenda items.

**Corporation Counsel** – Budget Status Financial Report for December 31, 2008. No other agenda items.

**County Clerk** - No agenda items.

**Treasurer** - No agenda items.

### **Other**

11. Audit of bills.
12. Such other matters as authorized by law.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda  
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## **PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE**

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, February 26, 2009 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

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**Present:** Tom Lund, Chair; Jack Kruger, Andy Williams, Tony Theisen  
**Excused:** Patty Hoeft  
**Also Present:** Supervisors Zima and Dantine.  
Debbie Klarkowski, Nick Evgenides, Lynn VandenLangenberg  
Tom Hinz, Jayme Sellen, Jeff Oudeans, Bob Heimann, John Luetscher  
Brian Della – The PFM Group; Other Interested Parties.

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### **I. CALL TO ORDER:**

The meeting was called to order by Chair Lund at 5:30 p.m. Supervisor Zima sat in for Supervisor Williams until he arrived at 5:35 p.m.

### **II. APPROVE/MODIFY AGENDA:**

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR ZIMA TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.**

### **III. APPROVE/MODIFY MINUTES OF JANUARY 22, 2009:**

**A MOTION WAS MADE BY SUPERVISOR ZIMA AND SECONDED BY SUPERVISOR KRUEGER TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.**

#### **1. REVIEW MINUTES OF:**

a. HOUSING AUTHORITY (2/16/09):

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR ZIMA TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.**

### **COMMUNICATIONS**

2. COMMUNICATION FROM SUPERVISOR PAT WETZEL RE: REQUEST FOR VIDEO ACCESS OF FULL BROWN COUNTY BOARD OF SUPERVISORS MEETING ON THE OFFICIAL BROWN COUNTY WEBSITE. (REFERRED FROM JANUARY COUNTY BOARD.)

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR ZIMA TO HOLD FOR ONE MONTH. Vote taken. MOTION CARRIED UNANIMOUSLY.**

3. COMMUNICATION FROM SUPERVISOR NORB DANTINNE RE: REVIEW THE PROCESS BROWN COUNTY HIGHWAY USES TO PURCHASE GRAVEL, SAND, ETC. (REFERRED FROM JANUARY COUNTY BOARD.)

Supervisor Dantinne stated that he had received the answer from the Purchasing Department prior to the meeting.

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR ZIMA TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.**

*Supervisors Williams arrived at 5:35 p.m.*

*Supervisor Theisen arrived at 5:36 p.m.*

4. COMMUNICATION FROM SUPERVISOR NORB DANTINNE RE: REVIEW THE PROCESS USED TO PURCHASE MEDICAL SUPPLIES. (REFERRED FROM JANUARY COUNTY BOARD.)

Dantinne stated after purchasing medical supplies for personal reasons and dealing with it first hand he questioned the process used by Brown County.

Administration Director, Lynn Vanden Langenberg, provided a handout (attached) and briefly spoke in regards to it.

Supervisor Lund questioned if pharmacy could be purchased through NACO stating he felt there was some kind of advantage and there may be a significant difference in costs. He dislikes the idea of taking away from local vendors but because of the taxpayers, he felt it should be looked into.

Executive Hinz also felt it would be something to look into further.

Supervisor Zima stated that the idea of reviewing the process interested him. He had spoken with Vanden Langenberg a few times in regard to this subject and felt that they had to come up with some type of bidding system other than an RFP (Request for Proposal) that will generate the lowest prices. He felt that this subject was well worth studying and the committee should put as a priority. Zima would like the process looked at to see if there is a way they could get the best prices by taking the decision making out and putting all their expertise into developing their specifications and bid for the price in the end. He believed there is quite a bit of competition out there and ways to save the taxpayers money.

Supervisor Theisen would like the County to consider taking an aggressive approach when choosing a vendor.

Supervisor Krueger suggested inviting the Purchasing Manager to come to next months meetings to speak in regards to Supervisor Zima and Theisen's comments.

**MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR WILLIAMS TO REFER BACK TO ADMINISTRATION. Vote taken. MOTION CARRIED UNANIMOUSLY.**

5. COMMUNICATION FROM SUPERVISOR PAT EVANS RE: REQUEST AN ACCOUNTING OF THE COUNTY STAFF AND SPECIFICALLY OF PLANNER COLE RUNGE'S INVOLVEMENT WITH THE CITY OF GREEN BAY MILITARY AVENUE CONSTRUCTION PROJECT. HOW MUCH TIME AND COUNTY RESOURCES WERE ALLOCATED TO THIS PROJECT? HOW MUCH HAS THE CITY OF GREEN BAY BEEN INVOICED FOR COUNTY SERVICES? (REFERRED FROM FEBRUARY COUNTY BOARD.)

Chair Lund explained that Supervisor Evans has received the information that he requested, so has withdrawn his communication.

Handouts re: Staff Report to the Brown County Board of Supervisors and 2009 Transportation Planning Work Project had been previously prepared by Planning Director, Chuck Lamine, and placed on the committee member's desks. These are available to be viewed in the County Clerk and County Board office.

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR THEISEN TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.**

6. COMMUNICATION FROM SUPERVISOR BERNIE ERICKSON RE: IN THE SPIRIT OF THE STIMULUS PACKAGE, ERICKSON RECOMMENDS THAT BROWN COUNTY PURCHASE ALL GOODS AND SERVICES FROM LOCAL COMPANIES AND VENDORS WITHIN BROWN COUNTY, WHENEVER POSSIBLE. IF SAID GOODS AND SERVICES ARE NOT AVAILABLE WITHIN BROWN COUNTY THEN SUCH PURCHASES SHOULD BE MADE WITHIN THE STATE OF WISCONSIN BEFORE GOING ELSEWHERE. A POLICY OF THIS NATURE WILL HELP TO STRENGTHEN THE LOCAL ECONOMY. (REFERRED FROM FEBRUARY COUNTY BOARD.)

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR THEISEN TO HOLD FOR ONE MONTH. Vote taken. MOTION CARRIED UNANIMOUSLY.**

7. COMMUNICATION FROM SUPERVISOR NORB DANTINNE RE: CHECK TO SEE IF LUTHERAN SOCIAL SERVICES IS GETTING PAID DOUBLE FROM THE COUNTY AND STATE FOR PLACEMENT OF SEX OFFENDERS. (REFERRED FROM FEBRUARY COUNTY BOARD.)

**A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR WILLIAMS TO REFER TO HUMAN SERVICES COMMITTEE. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**DEPT. OF ADMINISTRATION**

8. PRESENTATION BY PFM FOR 2009 BOND FINANCING (HANDOUT TO BE DISTRIBUTED AT MEETING.)

Vanden Langanberg provided a copy of the presentation (attached) and stated this part of the presentation is to give the committee some idea of the financing plans. PFM Consultant, Brian Della, went through the presentation and answered questions from the committee.

9. INITIAL RESOLUTIONS AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$12,910,000 CORPORATE PURPOSE GENERAL OBLIGATION BONDS OF BROWN COUNTY, WISCONSIN IN ONE OR MORE SERIES AT ONE OR MORE TIMES.
- a. INFORMATION SERVICES – INITIAL RESOLUTION AUTHORIZING GENERAL OBLIGATION BONDS IN AN AMOUNT NOT TO EXCEED \$2,160,000.
  - b. FACILITIES MANAGEMENT – INITIAL RESOLUTION AUTHORIZING GENERAL OBLIGATION BONDS IN AN AMOUNT NOT TO EXCEED \$660,000.

IS Director, Bob Heimann, came forward and highlighted the items under 9a. Lund questioned if there were any non-governmental partners for the fiber optics project and stated it could offset some of the taxpayers' costs. Heimann responded that they were already in partnership with the City of Green Bay and the Green Bay Metropolitan Sewerage District. Going underneath the Fox River, they have spare conduits buried that can be used and can be sold off. He informed that they currently have someone inquiring about it. Heimann explained that they need to get that project done and operational in order to bring up the Mental Health Center.

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR THEISEN TO APPROVE 9A. Vote taken. MOTION CARRIED UNANIMOUSLY.**

Vanden Langenberg stated that the library had a lot of needs that could not all be met this year so they have been working with the Facilities department to help assist with a small portion of facility improvements.

**A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO APPROVE 9B. Vote taken. MOTION CARRIED UNANIMOUSLY.**

10. GRANT APPLICATION LOG FOR MONTH OF FEBRUARY 2009:

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR THEISEN TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.**

11. VEHICLE LISTING DECEMBER 31, 2008:

Lund asked Executive Hinz what is being done to become more fuel efficient and green. Hinz responded the one of categories that the Energy Oversight Committee is looking at is vehicles. At the end of March he and Facilities Manager, Bill Dowell, are attending an Energy Seminar in Milwaukee.

**A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR WILLIAMS TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**CARRY-OVERS**

12. ADMINISTRATIVE SERVICES DIVISION 2008 TO 2009 CARRY-OVER FUNDS:

Vanden Langenberg stated they review the requested carryover funds according to the County policy and once the conditions are met, the departments have to have a balance in their budget in order to have the carryover approved.

The Department of Administration Amount Requested should state a total of \$61,448. The total was calculated incorrectly on the handout in the packet.

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO APPROVE CARRYOVERS. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**HUMAN RESOURCES**

13. HUMAN RESOURCES ACTIVITY REPORT FOR JANUARY 2009:

A discussion ensued in regards to whether or not unfunded positions should be listed on the Table of Organization.

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.**

14. RECOMMENDATIONS FOR SECURITY PROGRAM IMPLEMENTATION:

Risk/Benefits Administrator, Nick Evgenides, came forward and stated he brought this forward per a request from Supervisor Lund. He referred to the handouts located in the packet and gave a briefly summary of what is currently taking place and timeframes.

**A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR KRUEGER TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**CHILD SUPPORT AGENCY** - NO AGENDA ITEMS.  
**CORPORATION COUNSEL** - NO AGENDA ITEMS.  
**COUNTY CLERK** - NO AGENDA ITEMS.  
**FACILITY MANAGEMENT** - NO AGENDA ITEMS.  
**TREASURER** - NO AGENDA ITEMS.

**OTHER**

15. AUDIT OF BILLS:

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR THEISEN TO PAY THE BILLS. Vote taken. MOTION CARRIED UNANIMOUSLY.**

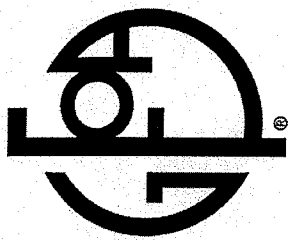
16. SUCH OTHER MATTERS AS AUTHORIZED BY LAW:  
Supervisor Theisen had been excused for the March meeting.

**Motion made by Supervisor Theisen and seconded by Supervisor Williams to adjourn at 7:00 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Alicia A. Loehlein  
Recording Secretary





The Government Finance Officers Association  
of the United States and Canada

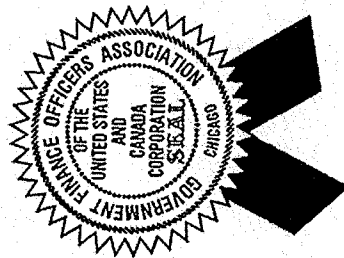
*presents this*

# AWARD OF FINANCIAL REPORTING ACHIEVEMENT

*to*

## Department of Administration

Brown County, Wisconsin



*The award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the individual(s) designated as instrumental in their government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.*

Executive Director

*Jeffrey R. Egan*

Date February 11, 2009

## REQUEST FOR BUDGET TRANSFER

**INSTRUCTIONS:** This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

### TYPE OF TRANSFER

(check one)

### DESCRIPTION

### APPROVAL LEVEL

☐ Category 1

Reallocation from one line item to another within the major budget categories

Department Head

☐ Category 2

☐ a.

Change in Outlay not requiring transfer of funds from another major budget category.

County Executive

☐ b.

Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category.

County Board

☐ Category 3

☐ a.

Reallocation between Budget Categories other than 2b or 3b transfers.

County Executive

☐ b.

Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services.

County Board

☒ Category 4

Interdepartmental Transfer (including contingency or general fund transfers)

County Board

☐ Category 5

Increase in Expenditures with Offsetting Increase in Revenue

County Board

**DESCRIPTION AND JUSTIFICATION** (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

Transfer of funds to cover the final 2009 indirect cost plan that was not completed at the time the Executive's budget went to print. The funds are being reallocated and are detailed on the attachment.

Administration  
Department

*Linda VandenLinden*  
Department Head

*3/4/09*  
Date

☒ Approved

☐ Disapproved

*Tom King*  
County Executive

*3/9/09*  
Date

# BROWN COUNTY GRANT APPLICATION LOG

March Administration Committee

Date	Department	Grant Title	Grantor Agency	Grant Amount	Match Req'd	Period	Summary Description
3/6/09	U.W. Extension	Organic Learning Center Support	Kohl Funds - University of WI Extension	\$12,500	\$0	4/09-3/10	Supports continued development of the Organic Learning Center by offsetting existing Community Gardens Coordinator position
3/6/09	U.W. Extension	Community Garden Development	Kohl Funds - University of WI Extension	\$4,333	\$0	4/09-3/11	Supports continued development of community gardens by making low cost plots available to limited resource families to raise healthy produce
3/6/09	U.W. Extension	Animal Meat Quality Assurance	BC Farm Tech Days Exec Committee	\$5,000	\$0	4/09-12/09	Funds will purchase supplies and materials to implement animal meat quality assurance training in BC for 4-H youth participating in related projects
3/9/09	PALS	Smart Growth Implementation Assistance	EPA	N/A	\$0	1/10-12/10	Provides technical assistance from national experts to incorporate "smart growth" techniques for development of the County farm property
3/6/09	Facility & Park Management	BC Fairgrounds Landscaping	BC Farm Tech Days Exec Committee	\$4,817	\$0	4/09-12/09	Funds will assist with development and completion of a landscaping project to beautify the BC fairgrounds (in cooperation with NWTTC and FFA)

## 2009 BUDGET TRANSFER LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL. REQ'D? Y or N	BOARD ACTION/DATE	FINANCE. REF. NUMBERS	
								ACTL	BUD
09-01	12/12/08	Sheriff's Dept.	Allocation of a \$25,000 WI DOT grant to participate in an Alcohol Enforcement patrol.	5	Approved 12/23/09	Y	Pub Saf - 1/7/09 Co Bd - 1/21/09		
09-02	1/9/09	NEW Zoo	Allocation of a donation from Linda Immel for animal care staff on-going training. Increase 60-6255-488100 (Restricted Donations Revenue) and 60-6255-500401 (Restricted Conf. & Training) each by \$2,000.	5	Approved 1/19/09	Y	Ed & Rec 2/5/09 Co Bd - 2/18/09		
09-03	1/13/09	UW-Extension	Request to utilize funds received from the UW-Ext. Eastern District Office to hire a LTE Camp Coordinator to oversee Brown and Marinette 4-H's camping at Camp Bird. Increase 10-8301-500100 (Salaries) and 10-8301-485830 (Revenue) each by \$3,500.	5	Approved 3/9/09	Y	PD&T- 3/23/09 Co Bd - 4/15/09		
09-04	1/15/09	Human Services	Allocation of grant/scholarship from the NDCI to help defray travel costs associated with the Drug Court Planning Initiative training for eight Drug Court members in March 2009. Increase 20-7675-500401 (Travel, Conf. & Training) and 20-7675-432600 (Other Federal Grants) \$3,290.	5	Approved 1/19/09	Y	HS - 3/25/09 Co Bd - 4/15/09		
09-05	1/16/09	NEW Zoo	Allocation of additional donation from Linda Immel for animal care staff on-going training. Increase 60-6255-488100 (Restricted Donations Revenue) and 60-6255-500401 (Restricted Conf. & Training) each by \$1,000.	5	Approved 1/23/09	Y	Ed & Rec 2/5/09 Co Bd - 2/18/09		
09-06	1/23/09	Facility and Park Management	Allocation of WDNR Grant funds to be spent to construct bridge over Suamico River for the State-Funded snowmobile trail system. Increase 10-6201-535750 (Park State Aid) and 10-6201-509050 (Outlay-Other) each by \$115,600.	5	Approved 1/23/09	Y	Ed & Rec 2/5/09 Co Bd - 2/18/09		
09-07	1/23/09	Administration	Transfer 2009 highway funds to County Roads and Bridges Special Revenue Fund for proper reporting. See Original Budget Transfer for more details.	3a	Approved 1/28/09	N	----		
09-08	1/22/09	Port and Solid Waste	Request to utilize overage in outlay funds to upgrade budgeted all terrain vehicle with a hard cab and heater. Original quote for all terrain vehicle was \$5,564; upgraded version is \$17,564.	2a	Approved 2/5/09	N	----		
09-09	2/2/09	Public Safety - E. Mgmt	Allocation of 2009 Hazardous Materials Emergency Preparedness Planning Sub-grant to complete Highway 41 Reconstruction HazMat template. Increase 10-1303-500908 (Contracted) by \$4,000; 10-1303-500302 (Supplies & Exp) by \$800; 10-1303-435830 (Rev - Other State Grants) by \$4,800.	5	Approved 2/9/09	Y	Pub Saf - 3/4/09 Co Bd - 3/18/09		
09-10	2/2/09	Public Safety - E. Mgmt	Allocation of 2009 Hazardous Materials Emergency Preparedness Planning Sub-grant to complete an All Hazards Business Evacuation template. Increase 10-1303-500908 (Contracted) by \$5,000; 10-1303-500302 (Supplies & Exp) by \$700; 10-1303-435830 (Rev - Other State Grants) by \$5,700.	5	Approved 2/9/09	Y	Pub Saf - 3/4/09 Co Bd - 3/18/09		
09-11	2/10/09	Administration	Transfer of funds from salary/fringe available in the department vacancies to cover contracted temp help thru Landmark for the financial system upgrade, and the Office Manager Increase 10-3210-500906 (Temp Replacement help) by \$82,494 Decrease 10-3210-500101 (Salaries) by 57,581 and 10-3210-500201 (Fringe Benefits) by 24,913.	3a	Approved 2/12/09	N	----		
09-12	2/18/09	Sheriff	Allocation of a grant for upgrading EOD robotic wireless equipment for the regional bomb squad. Was originally allocated with budget transfers in 2008, but delays in manufacturing have pushed project to 2009. Increase 10-7401-432100 (Federal Grants) and 10-7401-509010 (Outlay) each by \$56,465.	5	Approved 2/23/09	Y	Pub Saf - 3/4/09 Co Bd - 3/18/09		

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D? Y or N	BOARD ACTION/DATE	FINANCE, REF. NUMBERS	
								ACTL	BUD
09-13	2/19/09	Sheriff	Allocation of a grant for digital recording equipment for interrogation rooms to comply with Wisconsin Act 60 requirements. Increase 10-7415-435830 (Other State Grants) and 10-7415-500395 (Equipment Non-outlay) each by \$13,785.	5	Approved 2/23/09	Y	Pub Saf - 3/4/09 Co Bd - 3/18/09		
09-14	2/23/09	Golf Course	Request to correct the 2009 Golf Course budget wherein golf cart revenue was erroneously included in two line items. Decrease 60-3401-185210 (Outlay) and 60-3410-489400 (Concessions Revenue) each by \$50,000.	2b	Approved 3/9/09	Y	Ed & Rec 4/2/09 Co Bd - 4/15/09		
09-15	2/25/09	Facility and Park Management	Allocation of a \$50,000 grant from the WI Office of Energy Independence for BC to participate as a "25x25 Plan" pilot community (to become 25% energy independent by 2025). See budget transfer for breakdown/account numbers.	5	Approved 3/9/09	Y	Admin- 3/26/09 PD&T- 3/23/09 Co Bd - 4/15/09		
09-16	2/25/09	Golf Course	2008 Budget Golf Cart fees were separated from concessions. Increase 60-3410-467920 (Golf Cart Fees Revenue) by \$50,000 Decrease 60-3410-489400 (Concessions Revenue) by \$50,000	1	Approved 3/9/09	N	----		
09-17	3/4/09	Administration	Transfer of funds to cover the Final 2009 indirect cost plan that was not completed at the time of the Executive's Budget went to print. Funds are being reallocated.	4	Approved 3/9/09	Y	Admin- 3/26/09 Co Bd - 4/15/09		
09-18	3/5/09	Airport	Transfer \$16,968 from outlay to Equipment 1,000 - 5,000 (600310500395) for the purchase of 4 MSA/SCBA bottles and \$2,461 to misc. supplies and expense (600310500302) for the purchase of 12 MSA masks. Pricing at budget time was over 5,000 and budgeted in outlay, more favorable pricing has been obtained.	2b	Approved 3/9/09	Y	PD&T- 3/23/09 Co Bd - 4/15/09		
09-19	3/3/09	Sheriff	2 of 5 Drug Task Force officers added by the County Board as contracted from other agencies. Decrease (Wages 10-7489-500101) by \$118,588 & (Fringes 10-7489-500201) by \$65,082. Increase (Professional Serv. 10-7489-500906) by \$183,670.	3a	Approved 3/9/09	N	----		

Brown County  
Administration  
Budget Status Report  
12/31/2008

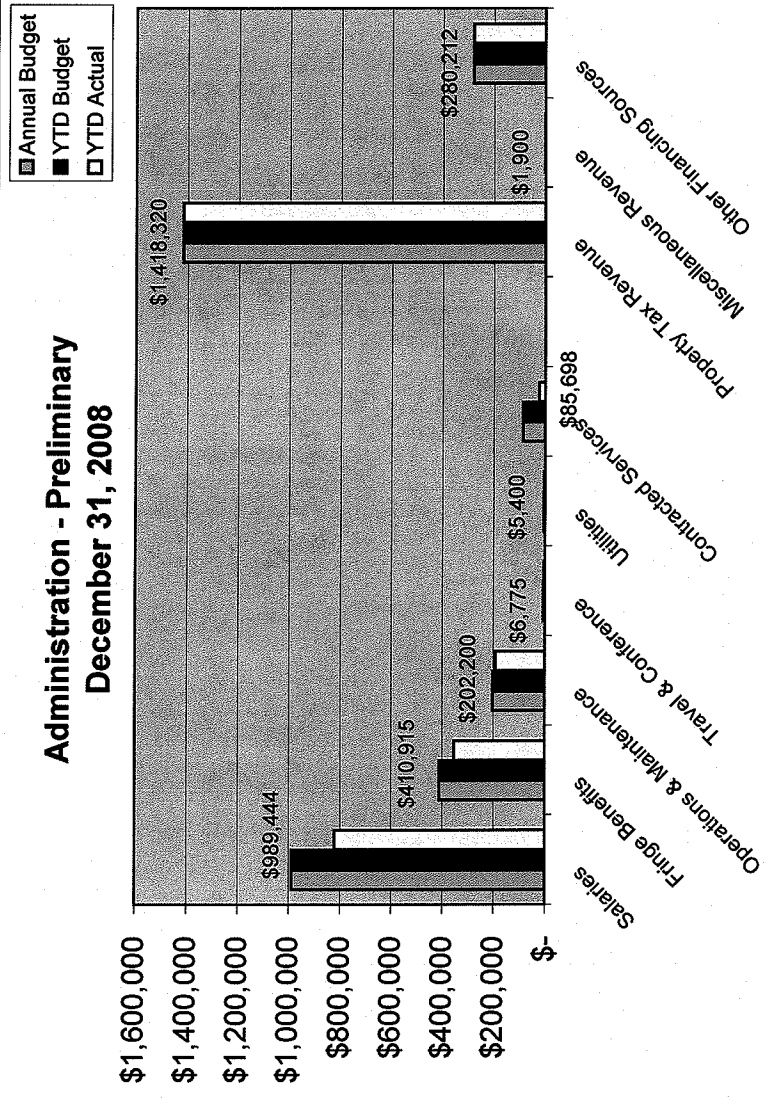
	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 989,444	\$ 989,444	\$ 820,924
Fringe Benefits	\$ 410,915	\$ 410,915	\$ 352,689
Operations & Maintenance	\$ 202,200	\$ 202,200	\$ 191,351
Travel & Conference	\$ 6,775	\$ 6,775	\$ 3,509
Utilities	\$ 5,400	\$ 5,400	\$ 4,194
Contracted Services	\$ 85,698	\$ 85,698	\$ 24,250

Property Tax Revenue	\$ 1,418,320	\$ 1,418,320	\$ 1,418,320
Miscellaneous Revenue	\$ 1,900	\$ 1,900	\$ 2,846
Other Financing Sources	\$ 280,212	\$ 280,212	\$ 280,212

**HIGHLIGHTS:**

Year to date savings of \$226,746 in salaries and fringe due to vacancies and L TE help for new ERP system.  
Year to date savings of \$61,448 in contracted services are due to the new ERP system.

**Administration - Preliminary  
December 31, 2008**



Information Services  
Budget Status Report

12/31/2008

	Annual Budget	YTD Budget	YTD Actual
Personnel	\$ 986,137	\$ 986,137	\$ 1,003,210
Fringe Benefits	\$ 446,543	\$ 446,543	\$ 455,746
Operations & Maintenance	\$ 1,735,028	\$ 1,735,028	\$ 1,385,404
Travel & Conference	\$ 35,600	\$ 35,600	\$ 11,875
Utilities	\$ 348,066	\$ 348,066	\$ 311,256
Contracted Services	\$ 214,267	\$ 214,267	\$ 107,141
Depreciation	\$ 518,161	\$ 518,161	\$ 425,319
Outlay	\$ 113,718	\$ 113,718	\$ 112,752
Info Services Chargebacks	\$ 4,377,720	\$ 4,027,558	\$ 3,779,635
Miscellaneous Revenue	\$ 19,800	\$ 19,800	\$ 1,712,223
Transfer In	\$ -	\$ -	\$ 20,310

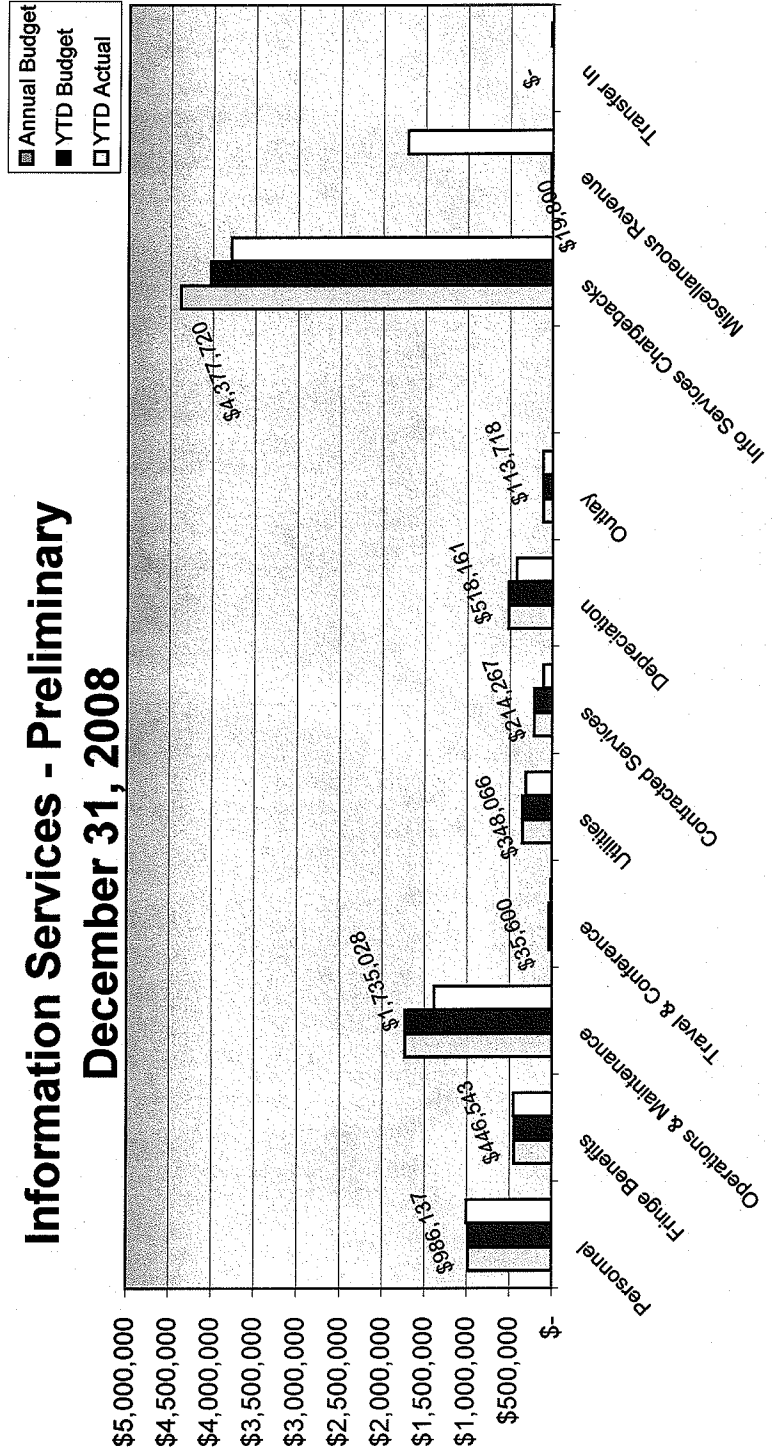
**HIGHLIGHTS:**

**Expenses:** Personnel and fringe is overspent due to casual payouts and accrued vacation time of \$15,259.

**Revenues:** This budget is funded by chargebacks to departments based on an overhead formula and direct expenses.

Miscellaneous revenue includes \$1,699,435 in capital contribution for bonded Information Services capital projects.

## Information Services - Preliminary December 31, 2008



HUMAN RESOURCES DEPARTMENT

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

HUMAN RESOURCES MANAGER

TO: Administrative Committee

FROM: Debbie Klarkowski  
Human Resources

Bob Heimann  
Information Services Director

RE: Change in Table of Organization for IS Department

DATE: February 17, 2009

Human Resources received a request from the Information Services Department to change the table of organization. Currently the Information Services Department has 4 FTE Network Support Specialists in the table of organization. One of the positions is vacant. The Information Services Director's request is to change the vacant position to a Client Support Specialist.

This position will better serve the needs of the Brown County users by focusing a person full-time on end-user devices. Currently, the Network Support Specialist staff split their time between supporting end-user devices and network/server devices.

As there is a higher volume of end-user computers, creating a Client Support Specialist will better fit the needs of Brown County. This will allow an improved response time to County employees.

**Recommendation:**

It is Human Resources recommendation to eliminate 1 Network Support Specialist position and add 1.0 FTE Client Support Specialist position.



April 15, 2009

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

INFORMATION SERVICES DEPARTMENT  
CHANGE TO TABLE OF ORGANIZATION  
Delete (1.0 FTE) Network Support Specialist and  
create 1.0 FTE IT Client Support Specialist.

WHEREAS, the current table of organization for the Information Services Department has 4.0 FTE Network Support Specialist positions; and

WHEREAS, one of the Network Support Specialist positions is currently vacant and the Information Services Director has requested to change the vacant position to an IT Client Support Specialist; and

WHEREAS, a thorough review of the Information Services Department was completed by the Human Resources Department in conjunction with the Information Services Director and the following changes to the table of organization are recommended; and

WHEREAS, the Human Resources Department and Information Services Department recommend the deletion of (1.0 FTE) Network Support Specialist and the creation of 1.0 FTE IT Client Support Specialist; and

WHEREAS, it is further recommended that the position be maintained in Category DD of the wage scale of the Courthouse bargaining unit; and

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, that it hereby approves the deletion of (1.0 FTE) Network Support Specialist and the creation of 1.0 FTE IT Client Support Specialist in Category DD of the Courthouse bargaining unit.

**2009 Fiscal Impact Salary and Fringe Benefits**

Information Services Department

Delete (1.0 FTE) Network Support Specialist – Category QQ

Create 1.0 FTE IT Client Support Specialist – Category DD

	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
May – December, 2009	\$( 6,884.67)	\$(1,298.00)	\$( 8,182.67)
2009 Annualized	\$(10,327.00)	\$(1,947.00)	\$(12,274.00)

Respectively submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
WARPINSKI	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEESE	11			
JOHNSON	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
KNIER	17			
WILLIAMS	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
LANGAN	22			
SCRAY	23			
HOEFT	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion:            Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

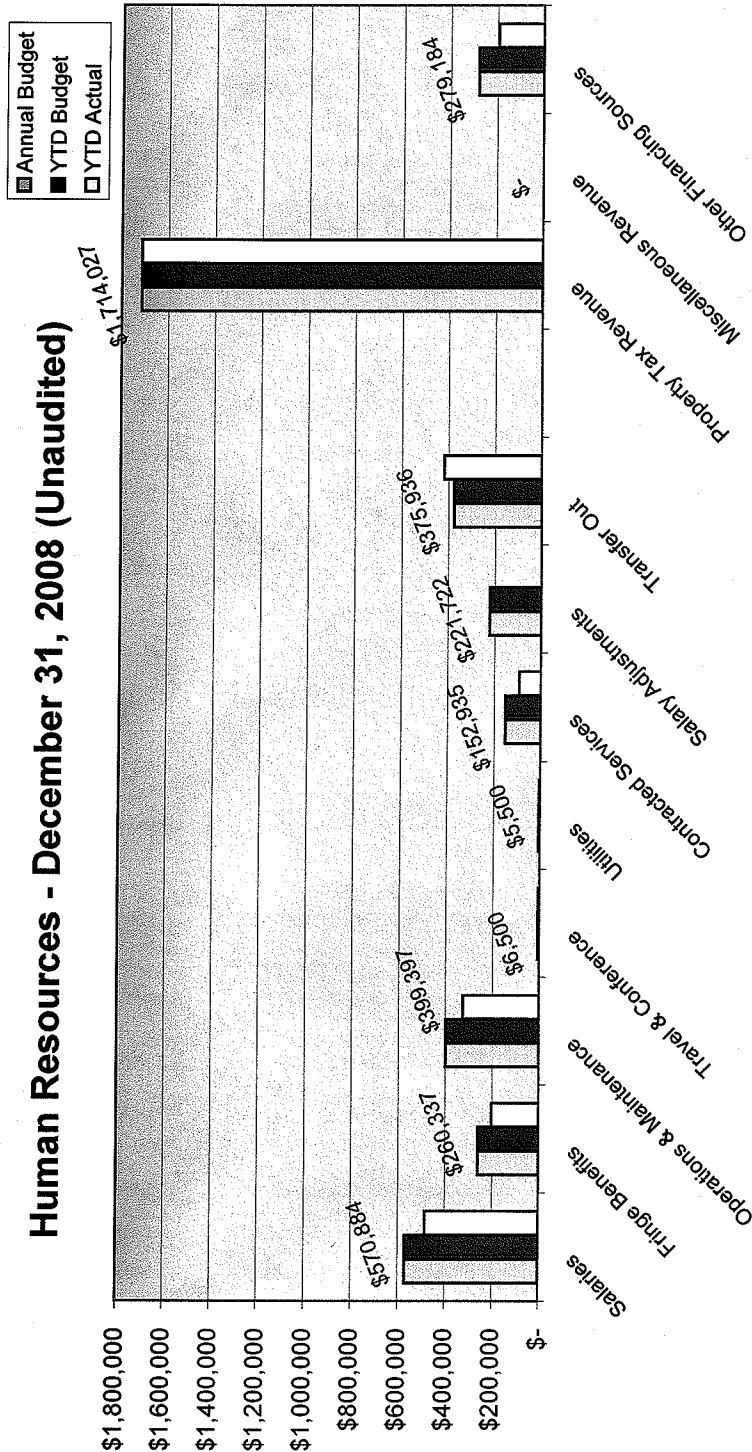
Brown County  
Human Resources  
Budget Status Report  
12/31/08 Unaudited

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 570,884	\$ 570,884	\$ 484,045
Fringe Benefits	\$ 260,337	\$ 260,337	\$ 202,555
Operations & Maintenance	\$ 399,397	\$ 399,397	\$ 325,952
Travel & Conference	\$ 6,500	\$ 6,500	\$ 5,106
Utilities	\$ 5,500	\$ 5,500	\$ 4,230
Contracted Services	\$ 152,935	\$ 152,935	\$ 92,752
Salary Adjustments	\$ 221,722	\$ 221,722	\$ -
Transfer Out	\$ 375,936	\$ 375,936	\$ 418,392
Property Tax Revenue	\$ 1,714,027	\$ 1,714,027	\$ 1,714,027
Miscellaneous Revenue	\$ -	\$ -	\$ 35
Other Financing Sources	\$ 279,184	\$ 279,184	\$ 195,673

**HIGHLIGHTS:**

All cost categories are within budget. The Salary Adjustment line item is used for Retirement Payout, Retroactive Pay (if the department budget cannot absorb) and Casual Leave Payout.

**Human Resources - December 31, 2008 (Unaudited)**



## HUMAN RESOURCES DEPARTMENT

## Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

Date: March 16, 2009  
To: Administration Committee Members  
From: Debbie Klarkowski, Human Resources Manager  
Re: Administration Committee Report

## HUMAN RESOURCES ACTIVITY REPORT FOR FEBRUARY 2009

**Hires:*****Full-Time:***

Clerk/Typist II	1
Corporation Counsel	1
Correctional Officer	1
Operations Supervisor-Airfield	1

***Part-Time:***

AODA Counselor III	1
Staff RN	1

***Limited Term/Seasonal/On-Call:***

Co-op/Intern – Parks	1
On-call – MHC Switchboard	2
On-call – Nurse Manager	1
On-call – Shelter Care	2
Seasonal – Zoo	3
Temp – Land Conservation	1
Temp – Zoo	1

**Separations:*****Full-Time:***

Clerk/Typist II	1
Psychiatrist	1
Social Worker/Case Mgr	1

***Part-Time:******Limited Term/Seasonal/On-Call:***

Bailiff	1
Tax Collection	1
Temp – UW Extension	1

**TOTAL SEPARATIONS: 6****TOTAL HIRES: 17****Current Employees:**

Regular Employees: 1448 (1364.12 FTE's)

Extra Help: 213

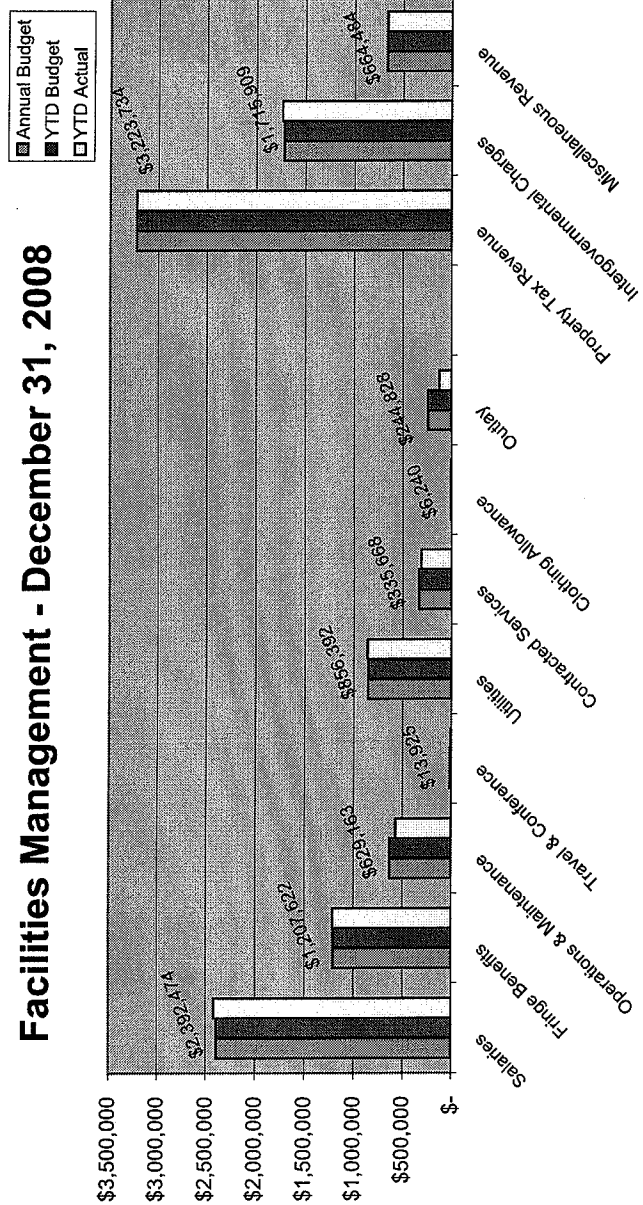
**Total Employees: 1661**

**Brown County  
Facilities Management  
Budget Status Report  
12/31/2008**

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 2,392,474	\$ 2,392,474	\$ 2,419,667
Fringe Benefits	\$ 1,207,622	\$ 1,207,622	\$ 1,214,125
Operations & Maintenance	\$ 629,163	\$ 629,163	\$ 588,893
Travel & Conference	\$ 13,925	\$ 13,925	\$ 6,623
Utilities	\$ 856,392	\$ 856,392	\$ 861,673
Contracted Services	\$ 335,668	\$ 335,668	\$ 310,832
Clothing Allowance	\$ 6,240	\$ 6,240	\$ 5,911
Outlay	\$ 244,828	\$ 244,828	\$ 125,371
<b>Total Expenses</b>	<b>\$ 5,686,312</b>	<b>\$ 5,686,312</b>	<b>\$ 5,513,095</b>
Property Tax Revenue	\$ 3,223,734	\$ 3,223,734	\$ 3,223,734
Intergovernmental Charges	\$ 1,715,909	\$ 1,715,909	\$ 1,735,099
Miscellaneous Revenue	\$ 664,484	\$ 664,484	\$ 662,823
Other Financing Source	\$ 82,185	\$ 82,185	\$ 82,185
<b>Total Revenues</b>	<b>\$ 5,686,312</b>	<b>\$ 5,686,312</b>	<b>\$ 5,703,841</b>

**HIGHLIGHTS: Unaudited results**  
Expenses: Expenses are \$172,217 under budget. Some outlay dollars are being carried over to 2009.  
Revenues: Revenues are \$17,529 over budget.

**Facilities Management - December 31, 2008**



# REQUEST FOR BUDGET TRANSFER

**INSTRUCTIONS:** This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

## TYPE OF TRANSFER

(check one)

## DESCRIPTION

## APPROVAL LEVEL

- |  |   |                                      |
|--|---|--------------------------------------|
| <input type="checkbox"/> Category 1            | Reallocation from one line item to another within the major budget categories   | Department Head                      |
| <input type="checkbox"/> Category 2            | <input type="checkbox"/> a. Change in Outlay not requiring transfer of funds from another major budget category.<br><input type="checkbox"/> b. Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category.                      | County Executive<br><br>County Board |
| <input type="checkbox"/> Category 3            | <input type="checkbox"/> a. Reallocation between Budget Categories other than 2b or 3b transfers.<br><input type="checkbox"/> b. Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services. | County Executive<br><br>County Board |
| <input type="checkbox"/> Category 4            | Interdepartmental Transfer (including contingency or general fund transfers)  | County Board                         |
| <input checked="" type="checkbox"/> Category 5 | Increase in Expenditures with Offsetting Increase in Revenue  | County Board                         |

**DESCRIPTION AND JUSTIFICATION** (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

*Allocation of a 2009 grant from the Wisconsin Office of Energy Independence for Brown County to participate as a "25x25 Plan" Pilot Community. This entails completing a current energy assessment as well as a written plan by December 31, 2009, on how Brown County will become 25% energy independent by the year 2025.*

Increase: 10-5410-435410	25X25 Plan Grant	\$ 50,000
Increase: 10-5410-500101	FPM Salaries (for Director's role as EI Coordinator)	36,530
Increase: 10-5410-500401	FPM Travel/Training	4,000
Increase: 10-5410-508050	Transfer Out	11,470
Increase: 10-6601-492100	Transfer In	6,970
Increase: 10-6601-500101	Planning Salaries (for Director's role in EI)	6,970
Increase: 10-8301-492100	Transfer In	2,500
Increase: 10-8301-500302	U.W. Extension Supplies (for EI education assistance)	2,500

Facility and Park Management  
Department

Department Head

Date

☒ Approved

☐ Disapproved

County Executive

Date

02/25/09  
3/9/09  
2/25/09  
(13)

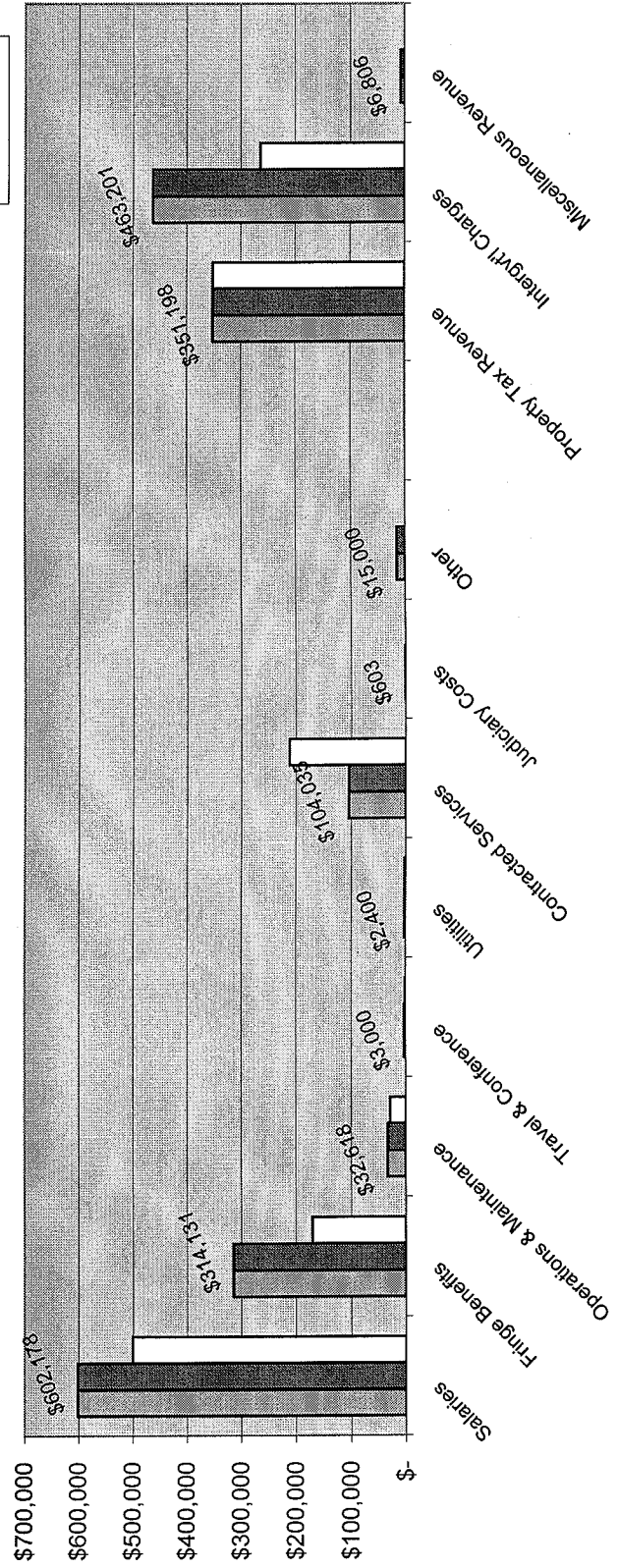
Brown County  
**Corporation Counsel**  
 Budget Status Report

12/31/2008

**HIGHLIGHTS:**

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 602,178	\$ 602,178	\$ 500,505
Fringe Benefits	\$ 314,131	\$ 314,131	\$ 170,433
Operations & Maintenance	\$ 32,618	\$ 32,618	\$ 27,939
Travel & Conference	\$ 3,000	\$ 3,000	\$ 1,257
Utilities	\$ 2,400	\$ 2,400	\$ 2,636
Contracted Services	\$ 104,035	\$ 104,035	\$ 212,043
Judiciary Costs	\$ 603	\$ 603	\$ -
Other	\$ 15,000	\$ 15,000	\$ -
Property Tax Revenue	\$ 351,198	\$ 351,198	\$ 351,198
Intergvt'l Charges	\$ 463,201	\$ 463,201	\$ 264,224
Miscellaneous Revenue	\$ 6,806	\$ 6,806	\$ 1

## Corporation Counsel - December, 2008





DEPT: 10-1601  
CONTROL: POST/01  
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\*\*\*UNAUDITED\*\*\*

BROWN COUNTY  
CORPORATION COUNSEL  
DEPARTMENTAL BUDGET REPORT  
MONTH ENDED DECEMBER 31, 2008

PAGE: 0001  
DATE: 03/10/2009  
TIME: 10:55:21

.....C U R R E N T M O N T H.....				.....Y E A R T O D A T E.....			
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	
EXPENDITURES							
30,642	44,953	14,311	REGULAR EARNINGS	410,421	584,386	173,965	173,965
10,019	2,123	(7,896)	PAID LEAVE EARNINGS	90,724	17,792	(72,932)	(72,932)
(1,855)	0	1,855	SHORT TERM DISABILITY REIMB	2,096	0	2,736	2,736
0	0	0	OVERTIME EARNINGS	2,096	0	(2,096)	(2,096)
38,806	47,076	8,270	TOTAL SALARIES	500,505	602,178	101,673	101,673
2,962	26,754	23,792	FICA	36,556	314,131	277,575	277,575
7,226	0	(7,226)	ACCIDENT & HEALTH INSURANCE	80,402	0	(80,402)	(80,402)
65	0	(65)	LIFE INSURANCE	978	0	(978)	(978)
598	0	(598)	DENTAL INSURANCE	6,044	0	(6,044)	(6,044)
391	0	(391)	DISABILITY INSURANCE	4,565	0	(4,565)	(4,565)
1,861	0	(1,861)	RETIREMENT CREDIT	22,253	0	(22,253)	(22,253)
1,726	0	(1,726)	RETIREMENT	19,523	0	(19,523)	(19,523)
9	0	(9)	WORKERS COMPENSATION INSURANCE	112	0	(112)	(112)
14,838	26,754	11,916	TOTAL FRINGE BENEFITS	170,433	314,131	143,698	143,698
168	187	19	OFFICE SUPPLIES	1,857	2,250	393	393
498	0	(498)	SUPPLIES & EXPENSE	498	0	(498)	(498)
56	125	69	COPY EXPENSE	689	1,500	811	1,500
46	29	(17)	PRINTING	437	350	(87)	(87)
0	167	167	DUES & MEMBERSHIPS	1,510	2,000	490	490
0	0	0	ADVERTISING & RECRUITMENT	150	0	(150)	(150)
199	125	(74)	POSTAGE	1,676	1,500	(176)	(176)
1,658	542	(1,116)	BOOKS, PERIODICALS, SUBSCRIPTION	7,214	6,500	(714)	(714)
1,270	1,145	(125)	INFORMATION SERVICES CHRGBACKS	12,129	13,739	1,610	1,610
148	148	0	INSURANCE CHARGEBACKS	1,779	1,779	0	0
0	3,000	3,000	EQUIPMENT NONOUTLAY	0	3,000	3,000	3,000
4,043	5,468	1,425	TOTAL OPERATION & MAINT.	27,939	32,618	4,679	4,679
0	250	250	TRAVEL, CONFERENCE & TRAINING	1,257	3,000	1,743	1,743
0	250	250	TOTAL TRAVEL & CONFERENCE	1,257	3,000	1,743	1,743
432	200	(232)	TELEPHONE	2,636	2,400	(236)	(236)
432	200	(232)	TOTAL UTILITIES	2,636	2,400	(236)	(236)
0	142	142	TEMPORARY REPLACEMENT HELP	0	1,700	1,700	1,700
25	417	392	PAPER SERVICE-LEGAL	621	5,000	4,379	4,379
0	42	42	COURT REPORTER SERVICES	0	500	500	500
98,952	19,653	(79,299)	LEGAL SERVICES	516,181	235,835	(280,346)	(280,346)
(74,530)	(11,583)	62,947	LEGAL SERVICES - CONTRA	(304,759)	(139,000)	165,759	165,759

TOTAL  
REVISED  
BUDGET

VARIANCE

BUDGET

ACTUAL

EXPENDITURES

REGULAR EARNINGS

PAID LEAVE EARNINGS

SHORT TERM DISABILITY REIMB

OVERTIME EARNINGS

TOTAL SALARIES

FICA

584,386

173,965

17,792

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\*\*\*UNAUDITED\*\*\*

BROWN COUNTY  
CORPORATION COUNSEL  
DEPARTMENTAL BUDGET REPORT  
MONTH ENDED DECEMBER 31, 2008

PAGE: 0002  
DATE: 03/10/2009  
TIME: 10:55:21

CURRENT MONTH				YEAR TO DATE			
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	TOTAL REVISED BUDGET
24,447	8,671	(15,776)	TOTAL CONTRACTED SERVICES	212,043	104,035	(108,008)	104,035
0	42	42	TRANSCRIPTS	0	500	500	500
0	9	9	WITNESS FEES	0	103	103	103
0	51	51	TOTAL JUDICIARY COSTS	0	603	603	603
0	1,250	1,250	CLAIM/GRIEVANCE SETTLEMENT	0	15,000	15,000	15,000
0	1,250	1,250	TOTAL OTHER	0	15,000	15,000	15,000
82,566	89,720	7,154	GRAND TOTAL EXPENDITURES	914,813	1,073,965	159,152	1,073,965